



Court Services and Offender Supervision Agency
for the District of Columbia
Community Supervision Services

Office of the Associate Director

TO: CSS Branch Chiefs

DATE: July 31, 2003

FROM: Thomas H. Williams, Associate Director, CSS

RE: Temporary Employees

Please share the attached item with your direct reports particularly those that may have or will be receiving a temporary employees. It is essential that CSS work in collaboration with both Procurement and Security with regards to the above-noted topic.

Once it has been determined that a temporary employee will be needed, the request for a temporary employees is to be forwarded to the Office of the Associate Director. Once I conferred with Director Burnette and provide approval for the temporary employee, Mr. Burnett will communicate with procurement who will obtain several resumes from the temporary agency vendors.

The resumes will be forwarded to the CCS manager for review. To ensure that there are no undue delays in the process, the CSS manger is to review and communicate with the administrative office and procurement within three business days if the applicant is acceptable either for placement or interview. Security will provide information regarding the suitability of the applicant within two business days.

Twenty (20) working days prior to the expiration of the contract, the manager is to advise the administrative office if the contract is to be extended and for what length of time. The staff's request will be communicated to me by Mr. Burnett. The decision to extend will be contingent upon the status of the recruitment and hiring of an individual to fill the position on a permanent basis.

We want to ensure that all extension requests are acted upon 10 working days prior to the expiration of the contract. You as well as the administrative office will be required to maintain a tickler system to ensure that the 20 working day extension recommendation date is adhered to.

Lacking a request from the manager to extend the contract of the temporary employee on the 20th working day, the administrative office will contact the branch chief via e-mail where the contract worker is employed for a decision regarding the contract worker.

Lastly, CSS Managers are responsible for retrieving the contract worker's proxy card on the last day of employment and forwarding same to the office of security.

cc: McKinley Rush Paul Girardo
Debra Kafami Kathleen Ferte'
Sylvia Lawson Carol Snyder
Christine Keels Erika Evans
Freddie Burnette Karen Schmitz
Sheila Moody